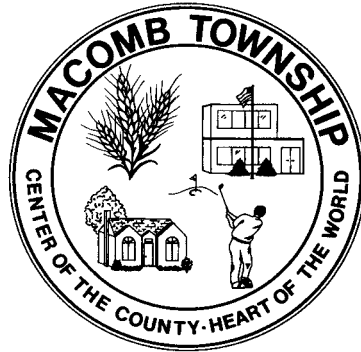


# MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042 • 586-992-0710 x 4

[www.macomb-mi.gov](http://www.macomb-mi.gov)



## APPLICATION PACKET FOR REVISED SITE PLAN REVIEW

### APPLICANTS TAKE NOTICE OF THE FOLLOWING:

All applications must contain each and every page from this application packet, including the checklist and any unused pages. If your application does not include all items, it will not be received by the Clerk's Office.

Please use only the forms provided with this application. No other forms, however similar, will be accepted.

**Michael D. Koehs, CMC**  
**Township Clerk**

## CHECKLIST OF DOCUMENTS REQUIRED TO COMPLETE THIS APPLICATION:

Please place a check mark in the box next to each item as you assemble the following required information. When complete, submit the completed application package to the Macomb Township Clerk's Office.

- One (1) original copy of the completed Revised Site Plan Review Application, found on page 4.
- Payment of non-refundable application fee of \$1,665.00 (\$1,365.00 for review costs & \$300.00 for public hearing costs). Please make your check payable to '**Macomb Twp. Treasurer**'.
- Seventeen (17) copies of the Revised Site Plan, drawn to scale, tri-folded, signed & sealed by a licensed professional. The site plan must meet the submission requirements in §10.2402 B of the Zoning Ordinance, and must show all driveways within 100 feet of subject site both adjacent to and on the opposite frontage including median turnaround lanes and turnarounds on divided highways.
- One (1) copy of the Revised Site Plan, prepared as stated above, with notations and markings to identify all areas of the plan that were revised from the original.
- One (1) copy of the Documentation Supporting the Request form, found on page 5. **This document must** include a detailed list of items that have been amended on the site plan, and should agree with the marked-up revised site plan required above.
- Seventeen (17) copies of Floor Plan(s).
- Seventeen (17) copies of Elevation Drawing(s).
- Seventeen (17) copies of Revised Landscape and Lighting Plan in accordance with §10.0342, §10.2402 of the Zoning Ordinance and §17-140 of the Land Division Ordinance. All landscape plans must be prepared, sealed and signed by a Registered Landscape Architect, and shall include setback and height dimensions of all proposed structures (including signs and walls).
- One (1) completed Review Checklist, found on pages 8 through 10, to be completed by the professional preparing the plans. **(This checklist is intended to assist in the preparation and review of plans, and shall not replace a full review of the Zoning Ordinance standards.)**
- Is the application submitted for a Condominium project?  Yes or  No  
If yes, include all of the following:
  - Revised Survey Plan  Revised Unit Plan
  - Revised Utility Plan  Revised Master Deed/Bylaws
- One (1) original copy of Affidavit of Ownership form, found on page 6.
- Two (2) copies of proof of interest in the property (i.e. deed, land contract, lease, purchase option, etc.)
- One (1) original copy of the Verification of Recorded Legal Property form, found on page 7. This form **MUST** be signed by the Township Assessor.
- If applicable, A Revised Cost Estimate of Site Improvements, broken into quantities and unit prices, **must** be provided.

## REVISED SITE PLAN REVIEW PROCESS

- Step 1:** Applicant submits a completed Application packet with 17 copies of a Revised Site Plan drawn in compliance with §10.2402 of the Macomb Township Zoning Ordinance.
- Step 2:** Copies of the application and revised site plan are sent to the department heads for review and recommendation. Results of the review shall be communicated to the applicant.
- Step 3:** If the reviews from step 2 require revisions to the plans, the Clerk's Office will notify the applicant in writing, requesting they submit revised plans. Once received, the revised plans will be sent for another review by those expressing concern in Step 2.
- Step 4:** Once all of the departments recommend approval of the plans, the item will be placed on the next available Planning Commission agenda for consideration. The Clerk's Office will notify the applicant of the meeting date and of their requirement to be present to answer any questions.
- Step 5:** Notices will be sent to owners and occupants of property within 300 feet of the subject property (see §10.2401.B.4.a. and §10.2402.C.1.a.), which will describe the nature of the request, indicate the property in question, state when and where the hearing will take place, and when and where written comments may be received.
- Step 6:** The Planning Commission shall review such application against standards contained in the Township Zoning Ordinance (see §10.2401.5. and §10.2402.C.3.), Township Planning documents, other applicable ordinances, and State and Federal statutes.
- Step 7:** After holding the public hearing the Planning Commission will take action on the request. They may choose to approve, approve with conditions, or deny the request. The Approval of a (Revised) Site Plan, together with any and all conditions imposed, shall be recorded in the minutes of the Planning Commission (see §10.2401.B.5.d.).
- Step 8:** If the Revised Site Plan is approved, approval is conveyed for one (1) year. A building permit must be applied for by the expiration date, or an extension of the deadline must be requested from the Planning Commission prior to the expiration date (see §10.2402.6.). The Township may require that the applicant post a cash deposit, certified check, irrevocable bank letter of credit or surety bond (amount to be determined by the Planning Commission) to ensure completion of all site improvements within two (2) years from the date of approval (see §10.2402.7.).
- Step 9:** The Applicant and/or Applicant's Representative will be notified in writing of the Planning Commission's action, and will be notified of any conditions imposed and of their requirement to deposit a bond, cash surety or letter of credit in the amount sufficient to cover the cost of improvements associated with the site plan. No building permits will be issued until all conditions of approval, including posting of any necessary bonds, have been satisfied.

## **ALL APPLICANTS TAKE NOTICE OF THE FOLLOWING:**

1. **Attendance Required at Public Hearing.** The Macomb Township Planning Commission requires the Applicant or the Applicant's Representative to be present at the Public Hearing, otherwise the item will be tabled to another meeting date.
2. **Planning Commission Policy Regarding Request To Table.** Should the petitioner request the tabling of a scheduled matter, an amount equal to one-half the original fee shall be charged. Unless the matter is scheduled to a specific future meeting date, in which case no fees apply, said fee shall be remitted to the Township within ten (10) working days of the rescheduling of the matter. If the fees are not paid, the matter may be withdrawn from the agenda.
3. **Department Reviews.** Submittal of this application does not imply that the plans are acceptable, the review of the information by all departments and agencies will indicate if they are acceptable
4. **Forms.** Please use only the forms provided with this application. No other forms, however similar, will be accepted.
5. **Expiration Date.** Site Plan Approval is valid for one (1) year from the date of approval and may be extended by the Planning Commission, if the applicant makes a request in writing BEFORE the expiration. Note: It is not the Township's responsibility to notify you prior to your project expiration date. Failure to apply for an extension before the expiration date will require a new submittal, as the process starts over from the very beginning! (see §10.2402.6.)
6. **Submittal Deadlines.** All applications will be processed the day they are received, provided the application is submitted prior to 2:00 p.m. All applications received after 2:00 p.m. will be processed the next business day. This means that an application submitted at the end of the day on Friday will not be processed until the following Monday morning.
7. **Fees.** In addition to the application fees, a fee of \$100.00 per ½ hour shall be charged for meetings with staff or planning consultant; actual costs will be charged for meetings with the engineer or attorney.
8. **Multiple or Partial Parcel Applications.** Should the proposed development include more than one, or a portion of a parcel, it may be accepted for review by the Clerk's Office. However, such applications may only be considered for approval with a condition that no building permit be issued until all required parcel splits and/or combinations have been executed to the Township Assessor's satisfaction. No building permits will be issued by the Township until the Clerk's Office is notified of these approvals.
9. **Application Processing; Placement of Issue on Planning Commission Agenda.** The review process as described on page 2 will govern the timing of the application. Site Plan reviews, and re-reviews will continue per steps 2 and 3 as described until all departments recommend approval of the plan. At any time after the first departmental review, the applicant may request the item be placed on an agenda of the Planning Commission despite any negative recommendations. The Clerk's Office will comply with said requests received in writing; however, placement on a Planning Commission agenda does not guarantee approval of the site plan. This policy is intended to provide the applicant with a means to receive Planning Commission review when they may not agree with internal comments. If the item is placed on an agenda and is tabled by the Planning Commission or applicant at the meeting, the tabling fee as described in item #2 above, will apply.

**APPLICATION FOR REVISED SITE PLAN REVIEW**

**MACOMB TOWNSHIP PLANNING COMMISSION  
54111 Broughton Road  
MACOMB, MICHIGAN 48042  
(586) 992-0710 EXT. 4**

Is the application for a Condominium project?       Yes                       No

**Permanent Parcel Number 08 -**              -                -                .

Project Name \_\_\_\_\_  
(if applicable)

Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicants' Representative Name: \_\_\_\_\_ Phone \_\_\_\_\_  
(if different from applicant)

Address: \_\_\_\_\_ Fax \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_

Location of Property \_\_\_\_\_  
(for example: the north side of 23 Mile Road and ¼ mile east of Romeo Plank Road)

Property Frontage \_\_\_\_\_ Feet and Depth \_\_\_\_\_

Present Zoning Classification \_\_\_\_\_

Existing Land Use \_\_\_\_\_

Legal Owner of Property \_\_\_\_\_  
(Print Owner's Name)

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Please answer the following questions**

Are public utilities such as sewerage/water available?                      Yes     No

Are there:

1. Woodlands on subject property?                      Yes     No

2. Flood Plain(s)?                      Yes     No

3. Wetland(s)?                      Yes     No

4. Drain(s)?    Yes                       No                       Name of drain(s) \_\_\_\_\_



**AFFIDAVIT OF OWNERSHIP**

**PLEASE TAKE NOTICE** that an Affidavit of Ownership must be filed with all development and variance applications in Macomb Township. **Proof of ownership or interest in the property must be attached (i.e. deed, land contract, option agreement, lease, etc.).** This requirement must be fulfilled in order to promptly process your application.

If the applicant is not the fee titleholder of the subject property, he/she is a purchaser according to \_\_\_\_\_, it is necessary to establish the fee title holder's intention and desire to have the subject property receive Township approval.  
(Land contract, option, lease, etc.)

(I), (We), \_\_\_\_\_, the undersigned fee title owner(s) of property  
(name)  
hereinafter referenced, acknowledge (my) (our) intention and desire to have the property described within the attached application for \_\_\_\_\_ receive consideration by Macomb Township.  
(type of application to be filed)

(I), (We) further authorize \_\_\_\_\_ as a(n) \_\_\_\_\_  
(name of applicant) (recite applicant's interest in property)  
of the property, to process an Application with the Township of Macomb on (my) (our) behalf.

**PLEASE HAVE THE OWNER(S) SIGN BELOW:**

\_\_\_\_\_  
(name) (owner)

\_\_\_\_\_  
(name) (owner)

\_\_\_\_\_  
(name) (owner)

\_\_\_\_\_  
(name) (owner)

**THIS FORM RELATES TO PROPERTY WITH THE FOLLOWING PARCEL NUMBER:**

08 - \_ \_ - \_ \_ - \_ \_

STATE OF MICHIGAN  
ss.  
COUNTY OF MACOMB

On this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, before me personally appeared \_\_\_\_\_  
(name of applicant)  
\_\_\_\_\_ to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that \_\_\_\_\_ executed the same as \_\_\_\_\_  
(he, she, they) (his, her, their)  
free act and deed.

\_\_\_\_\_  
Notary Public  
Macomb County, Michigan  
My Commission Expires: \_\_\_\_\_  
Acting in Macomb County, Michigan

**VERIFICATION OF RECORDED LEGAL PROPERTY**

**PROJECT NAME** \_\_\_\_\_

**Application To Be Filed (check off)**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Variance           | <input type="checkbox"/> House Move-on              | <input type="checkbox"/> Technical Change (prior approval needed) |
| <input type="checkbox"/> Rezoning           | <input type="checkbox"/> Tentative Preliminary Plat | <input type="checkbox"/> Sign(s) / Ground Sign                    |
| <input type="checkbox"/> Site Plan Approval | <input type="checkbox"/> Final Preliminary Plat     | <input type="checkbox"/> Certificate of Zoning Compliance         |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Preliminary Plan Review    | <input type="checkbox"/> Final Plat                               |
| <input type="checkbox"/> Revised Site Plan  | <input type="checkbox"/> Final Plan Review          | <input type="checkbox"/> Other                                    |

**PERMANENT PARCEL NO. 08** - \_ \_ - \_ \_ - \_ \_ .

PUBLIC ROAD(S) FRONTAGE \_\_\_\_\_

ADDRESS OF PARCEL (if available) \_\_\_\_\_

OWNERS NAME \_\_\_\_\_

ADDRESS OF OWNER \_\_\_\_\_

**LEGAL DESCRIPTION**

(Please print or type the description here – attached pages or exhibits will not be acceptable)

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**Do Not Write Below This Line – Assessor’s Use Only**

Is the property proposed for use properly recorded with Macomb Township?     YES         NO

COMMENTS:

\_\_\_\_\_  
**Dan Hickey, Township Assessor**

## REVIEW CHECKLIST

- |   |  |
|---|--|
| <input type="checkbox"/> SITE PLAN REVIEW | <input type="checkbox"/> SITE CONDOMINIUM REVIEW |
| <input type="checkbox"/> PLAT REVIEW      | <input type="checkbox"/> ZONING VARIANCE REVIEW  |

**Project in Question:** \_\_\_\_\_

**Parcel No:** \_\_\_\_\_

**Petitioner:** \_\_\_\_\_

**Engineer:** \_\_\_\_\_

**Date of Plans (use receipt date):** \_\_\_\_\_

**Name of Person Completing this Review Sheet for Petitioner:** \_\_\_\_\_

|                   |                 |
|-------------------|-----------------|
| <b>Petitioner</b> | <b>Township</b> |
| YES NO            | YES NO          |

**I. REVIEW ZONING:**

- |   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| A. Is there a Consent Judgment or conditional rezoning (draft or approved) for the site?<br>If yes, describe items agreed to by Township _____<br>_____ | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  |  |
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| B. Current zoning of property permits the proposed use(s) by right?   | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  |  |
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| C. Current zoning of property permits the proposed use(s) by SLU?   | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  |  |
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| D. Does the site contain multiple parcels?<br>If so, have the appropriate combinations been approved by Assessing?                                      | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  |  |
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| E. Is the site part of a larger parcel?<br>If so, have the appropriate land divisions been approved by Assessing?                                       | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  |  |
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**II. REVIEW SITE:**

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|---|--|--|--|--|--|--|--|
| A. Property Size <ol style="list-style-type: none"> <li>1. Does the parcel contain the minimum area of land?</li> <li>2. Does the parcel contain the minimum width/road frontage?</li> <li>3. Does the parcel contain the minimum depth?</li> </ol> | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  |  |
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| B. Does the site contain/propose the required right-of-way (see Master Thoroughfare Plan)?  | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  |  |
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| C. Are acceleration, deceleration and bypass lanes provided?  | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  |  |
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**III. REVIEW PROPOSED SITE PLAN:**

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| A. Does the site plan contain all of the following required information? <ol style="list-style-type: none"> <li>1. Is the parcel number shown on all plans, including landscape plan?</li> <li>2. Does it include the name and address of the petitioner?</li> <li>3. Does it include the name, address, seal and signature of the registered architect or engineer that prepared the plan?</li> <li>4. Does it include telephone numbers for the petitioner and preparer of the plan?</li> <li>5. Does it include a detailed sketch of the property showing it's precise location?</li> <li>6. Does it include a legal description of the parcel, and one of the development area if it will occupy only a portion of the property?</li> <li>7. Does it show the entire parcel in question?</li> <li>8. Does it indicate adjacent zoning, land uses, buildings, and approved landscape areas?</li> <li>9. Does the plan indicate the number of stories of all proposed structures (including basements)?</li> <li>10. Does the plan show off-site driveways and streets within 150' of the subject property?</li> </ol> | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  |  |
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| B. Do all structures on the plan meet the maximum height requirements?   | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  |  |
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| C. Do all structures contain the minimum floor area?   | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  | <table border="1" style="width: 100%; height: 15px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> |  |  |  |
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**Petitioner**      **Township**  
**YES NO**      **YES NO**

D. Does the plan meet the required setbacks?

- 1. Front/street side      **Required** \_\_\_\_\_      **Actual** \_\_\_\_\_
- 2. Side      **Required** \_\_\_\_\_      **Actual** \_\_\_\_\_
- 3. Rear      **Required** \_\_\_\_\_      **Actual** \_\_\_\_\_

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E. Does the plan comply with the maximum lot coverage?

F. Does the plan show adequate distance between all buildings?

**G. Parking Requirements**

- 1. Does the proposed development qualify as a "shopping center" -ref. §10.1706? *(If so, then apply a parking standard of 5.5 spaces/1000 s.f.)*
- 2. Does the plan show enough parking spaces for the proposed use?
- 3. Are all drives shown (both one-way and two-way) of adequate width?
- 4. Does the plan show acceleration, deceleration and bypass lanes?

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**H. Signs**

- 1. Has the applicant asked for sign approval with this application? *(if yes, a separate, detailed sign plan is required, and items 2-5 below also apply)*
- 2. Are the sign locations shown on the site plan?
- 3. If so, are the setbacks dimensioned?
- 4. If a detail is provided, do the signs meet the maximum size requirements?
- 5. Do they meet the height maximum?

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**I. Lighting** (review per Section 10.0340)

- 1. Does the site plan show all proposed outdoor lighting?
- 2. Do the plans show a shield detail that will reduce glare onto adjacent properties?
- 3. Are all light poles less than 15 feet in height?
- 4. Are all light poles located at least 75 feet from adjacent properties?

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**J. Loading Areas** (review per Section 10.0323(b))

- 1. Are loading areas required for the proposed use?
- 2. Does the site plan provide enough loading spaces?
- 3. Are all loading spaces at least 10' by 50' in size?
- 4. If located in the M-1 or in any Commercial zone, does it respect the required setbacks from residential?

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**K. Roof Mounted Appliances:** Are all such appliances (if any) shielded from view on all sides?

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**L. Landscape Plan** - *A Landscape Plan must be submitted before site plan approval.*

- 1. Is the landscape plan prepared by a Landscape Architect, registered in the State of MI to prepare such plan?
- 2. Does the landscape plan identify all areas of the site not used for buildings and parking?
- 3. Is a greenbelt required for this development?  
If so, does it meet the requirements for size and plantings?
- 4. Does the Landscape Plan indicate the following?
  - a. Areas not developed must be landscaped or sodded - no hydroseed is permitted.
  - b. All lawn and greenbelt areas must be sprinkled by an irrigation system.
  - c. Dimensions of the height and setbacks for all structures (walls & signs) in the greenbelt.
- 5. Do any adjacent, approved landscape plans impact the proposed site plan?

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|-------------------|-----------|-----------------|-----------|
| <b>Petitioner</b> |           | <b>Township</b> |           |
| <b>YES</b>        | <b>NO</b> | <b>YES</b>      | <b>NO</b> |

**M. Trash Areas**

1. Are trash areas identified for all businesses?
2. Are all trash areas: at least 10' by 10'; enclosed on 3 sides by a masonry wall with gates on the 4th side; and located 15' away from any building(s)?
3. Are the trash areas in the best location relative to adjacent residents?
4. Are trash areas located outside all utility easements and a minimum of 15' from any building?

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- N. Outdoor storage/sales:** If the plan proposes outdoor storage or sales, have they applied for or received any required SLU approval?

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**O. Pathways & Sidewalks**

1. Are pathways required for the site?
2. Does the width (5' concrete or 8' asphalt) of the pathway agree those existing on adjacent sites?
3. Does the plan provide for proper pedestrian circulation by showing walk/path extensions from intersections to the street curb?

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**P. Door Openings facing residential** (Review per Section 10.0347)

1. Is the proposed building located closer than 600' from any residential or AG uses or zones?
2. If so, are all openings, including windows, facing away from those areas?

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**IV. OTHER CONSIDERATIONS:**

- A. **Nuisances:** Does the proposed use emit any noise/music, odor, dust, etc. that may cause a nuisance to neighbors?
- B. **Master Deed:** If the site is a condominium, have the Master Deed and Exhibit B been submitted?
- C. **Screening Walls:** If a wall is required, have the developers planned appropriately for the replacement of and connection to any existing fences or walls on neighboring property?
- D. **Clear Vision Zones:** Does the site plan provide for proper clear vision zones?
- E. **Ballards:** Does the site plan provide for ballards at door openings where they abut parking areas (for commercial & industrial sites)?
- F. **List of Revisions:** If the application is for a Revised Site Plan, has the petitioner provided a detailed list of all changes?
- G. **Natural Features:** Are there floodplain or wetland issues that need to be addressed?

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**REVIEWED BY:**  
*(please initial here)*

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